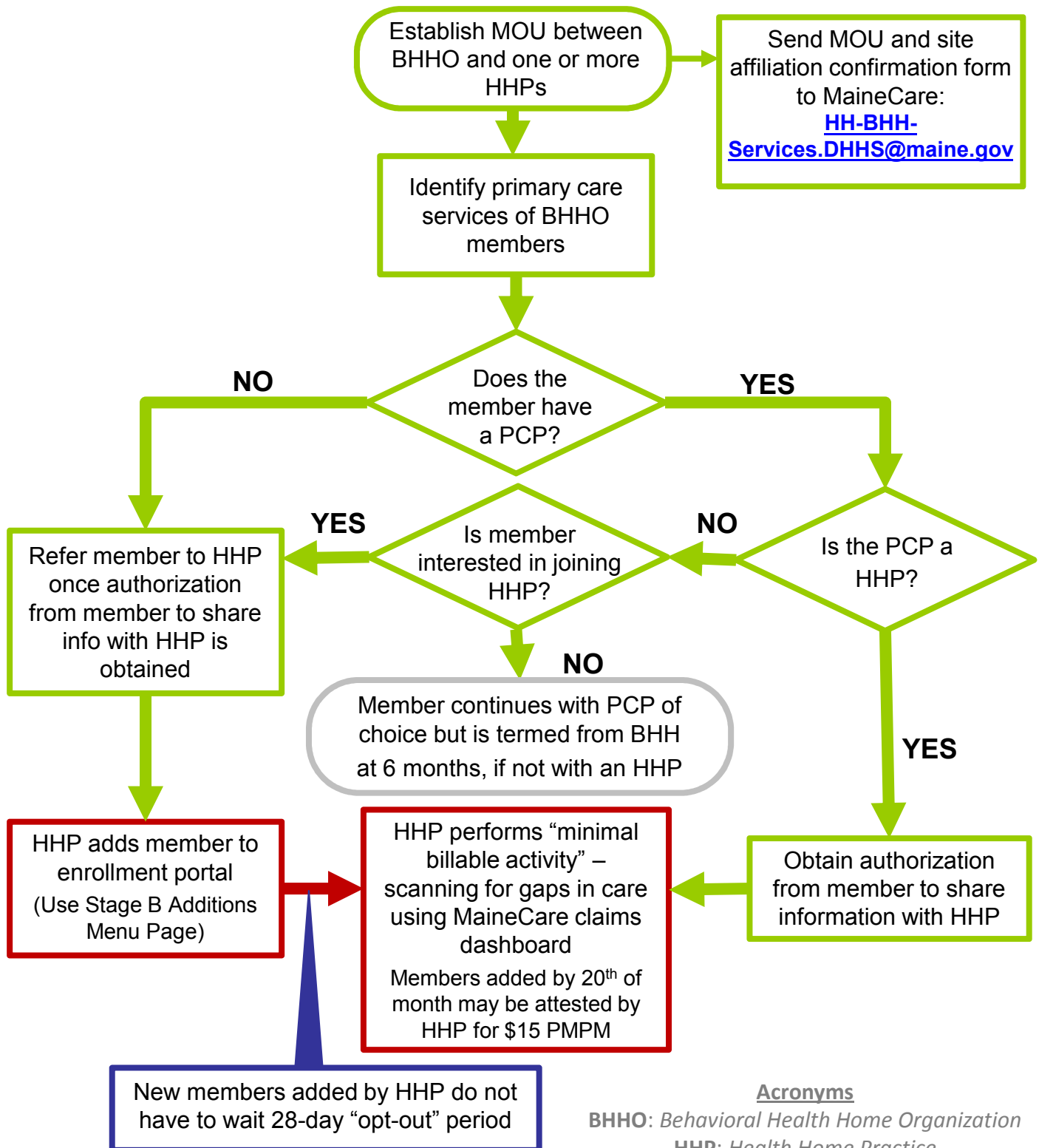


Steps to enroll a Behavioral Health Home member in a Health Home Practice



Acronyms

BHHO: Behavioral Health Home Organization

HHP: Health Home Practice

PCP: Primary Care Provider

PMPM: Per Member Per Month

Steps to enroll BHH member in HHP



1. Each individual BHHO site (MIHMS NPI+3) and the HHP must have a memorandum of understanding as well as a site affiliation confirmation form in place. A copy of both documents must be sent to MaineCare (specifically, send to Heather Coro at HH-BHH-Services.DHHS@maine.gov) for the affiliation to be entered into the Health Home Enrollment System (HHES) Portal.
2. The BHH, in discussions with its members, identifies enrolled BHH individuals who receive primary care services at partnering HHP. The BHH obtains proper authorization from those members to share information with the HHP.
3. The BHH refers members to the HHP. This referral process should be developed after discussion between the two agencies and pursuant to the process reflected in the MOU (for instance, via secure email, through identified referral staff, etc.).
 - Once the members have been referred to the HHP and authorization to share information with the HHP is obtained, the HHP adds these members manually via the HHES Portal using the Stage B Additions menu page.
 - Members added to Stage B/BHH by the HHP do not need to wait the usual 28-day “opt-out” period. These member requests are reviewed by MaineCare and added immediately, once approved.
 - Members new to the HHP should be outreached to establish with the practice. Member panels should be monitored for changes.
4. The Health Home practice performs its “minimal billable activity” which is a scan for gaps in care using the MaineCare claims dashboard.
 - Members added by the 20th of the month may be attested to by the HHP; the practice will receive a \$15.00 PMPM payment from MaineCare.